

Staffing Guide

Position Description			Materials Handler		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> • Hours of Operation _____ • Occupancy Rate _____ • Seasonal/Peak Workload <u> X </u> 	<ul style="list-style-type: none"> • Staff Supervised _____ • Facility Layout <u> X </u> • Facility Size _____ 	<ul style="list-style-type: none"> • Facility Age _____ • Warehouse size <u> X </u> • Logistics support <u> X </u> 		
Workload/Staffing Comments: Positions may be full time, part time, or flex.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	Not Authorized	Not Authorized	** 1 (NA-4)	** 2 (NA-4)	** 3 (NA-4)
Alternate Staffing Standard (If Required)	None	None	None	None	None
Explanation of Alternative Staffing Standard: ***1 additional (NA-4) Materials Handler authorized at remote sites in excess of 100+ rooms where supported by local needs.					
Staffing Standard Footnotes ** 1 Materials Handler per 300 rooms up to 900 rooms. Higher grade requirements for this position must be justified locally (Copies of Job Descriptions attached) Final staffing contingent on scope of operations, number of rooms, and need. Installation or MWR logistics support will affect overall staffing.					